



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**TENURE: PERMANENT**

**TIME BASE: FULL TIME**

**SALARY: \$4,975 - \$6,415**

**LOCATION: ENERGY SYSTEMS RESEARCH OFFICE  
SACRAMENTO, CA**

**FINAL FILING DATE: April 15, 2019**

## **DUTIES/RESPONSIBILITIES:**

The goal of the Research and Development (R&D) Program is to fund electric and natural gas public interest investments that provide California ratepayer benefits, defined as greater system reliability and efficiency, lower system costs, increased safety, and a cleaner environment.

Under the general direction of the supervisor, the incumbent performs a variety of budgetary and programmatic consultative, complex, analytical, and contract management services to support public interest energy RD&D funding; manages non-technical projects; and consults with experts in the field.

The full duty statement can be found at <http://www.energy.ca.gov/careers/job.html>.

- **Financial Administration.** Performs the more responsible and complex technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of the program dollars maintained within the division's internal database applications. Performs a variety of complex technical analytical budget work for the multiple funding programs. Researches, analyzes and applies appropriate budget methodologies in the overall administration, oversight and monitoring of program dollars, which includes the complete life cycle of its fiscal systems from allocation, encumbrance, expenditures, reconciliation, and closing accounts. Manage all R&D Program accounts and prepare fiscal reports for R&D Program management, including work plans, budget plans, allocations, and program encumbrances/expenditures for R&D projects and technical support.
- **Budget Maintenance.** Identifies and corrects budget anomalies in coordination with program staff and managers. Reviews, analyzes, and reconciles the division's internal database applications to the Budget Office's figures. Reviews, approves, and posts complex transactions. Participates in fiscal drills by coordinating responses from program staff and managers, reviewing for fiscal integrity and consistency with approved budgets and accepted fiscal costing methods. Researches and responds to information requests. Prepares future spending projections with a schedule of project encumbrances. Provides both oral and written fiscal reports to the R&D Program management team, make recommendations on budget matters to R&D Program management, and analyzes proposed legislation and CPUC directives to determine funding impact on R&D programs. Provides fiscal and project data for audits and a variety of other information requests.

- Agreement Development. Provides consultation to R&D Program staff in the development of funding agreements which includes, but is not limited to the work statement, budget, schedule of deliverables, special conditions, technical and economic objectives to be used to determine project success, and other materials necessary to finalize the funding agreement document for projects within the R&D Program. Participates in team meetings with the Legal Office, Contracts Office or Grants and Loans (CGL) Office and the R&D Program Commission Agreement Manager (CAM) to assist with finalizing funding agreement packages.
- Agreement Management. Prepares the work statement, budget, schedule, and special conditions, and other materials necessary to finalize the funding agreement for grants and contracts. Establishes and maintains a business relationship with the recipient/contractor; approves agreement amendments; receives and reviews monthly progress reports and technical products/deliverables. Verifies that all agreement terms and conditions have been met before approving invoices, and, if necessary, disputes a particular invoice; reviews work performed; and makes site visits.
- Agreement Streamlining. Assesses the need for new or improved R&D Program processes related to developing funding agreements based on current policies and procedures by making recommendations to address the issue(s), which could result in updated templates or a streamlined process. Creates new forms and templates, as needed; updates process instructions and template guidelines; and prepares any necessary requirements to update division's internal database applications functions, including: prepares written requirements for database updates; works with the ITSB programmer to implement database changes; tests new database functions; updates program database guidelines; prepares email announcements to notify R&D Program staff of new database changes. Prepares training materials related to agreement processes and utilizing the internal database applications.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment
- Ability to communicate complex information in a simple, consumer-friendly manner
- Ability to coordinate interdisciplinary projects

**WHO MAY APPLY:** Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will be accepted. You must clearly indicate the basis of your eligibility (i.e. list, transfer, SROA/Surplus, reinstatement, etc.). **RPA #330-260** and **Position #535-330-5393-803** in the "Explanation Section" of the STD 678. Resumes are welcome but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Personnel Services Office  
Attn: RPA #330-260  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814  
Phone: 916-654-4309

California Relay (Telephone) Service for  
the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922  
[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)